

Moving to More Cost-Effective Records Storage and Disposition

(Saving Tax Dollars Through Physical to Electronic Records Conversion)

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SRS is a Large Place with a Diverse Customer Base



- 310 square miles, near Aiken, SC
- Savannah River separates GA and SC
- Constructed early 1950s to produce nuclear weapons materials
- Many Administrative, Research, Engineering, Production, Training, and D&D activities produce records to be managed

We are Site Records & Information Management and SRNS



- Archival management (48,500 cubic ft.)
- Records disposition/destruction (1,600 cu ft.)
- Records request & retrieval (2,500)
- Total records managed (5M+ hardcopy, electronic, and microform)

Overview

- **SRNS Records Management was asked by DOE-Savannah River to eliminate offsite storage at Veterans Affairs Records Center (VARC) and Federal Records Center (FRC)**
- **Request requires the re-processing of 25,000 SRS boxes**
 - disconnected from our network
 - outdated inventory management system
 - processes out of sync with what is currently established at SRS

History

- In mid 70's, SRS had no NARA approved storage space and began running out of records storage space
- Built approved Records Storage Facility in 1992
- Physical storage space was decreasing with rapidly growing volume of records due to:
 - Litigation Holds
 - EPI
 - D&D activities
 - Program improvements to capture records
 - And other significantly increased space needs
- Conversion activities not keeping pace



Federal Records Center (FRC)

- Decision made to move boxes to FRC in Atlanta, GA.
- Process for marking and storing boxes established:
 - effective, but slow
 - immediately needed to be accelerated



One Small Problem ...



Veteran Administration Records Center (VARC)

- Decision made to move boxes requiring climate control to VARC in Neosho, Missouri



Why Move Back?

- **In 1994 SRS established EDWS as the designated records repository**
 - EMC Documentum System, an industry leader in Enterprise Content Management (ECM)
 - Currently manages 5.7 million records, absorbing 35k per month
- **Electronic storage makes it possible to store more records with smaller physical footprint**
- **Other gains by eliminating boxes and offsite storage:**
 - Faster retrieval
 - Customers can do it themselves
 - Footprint reduction

Customer Needs to Reduce Costs of Offsite Records Storage Center

- Boxes at Offsite Storage: 25,000
- Yearly Cost for Storage: \$ 84,000.00
- Yearly Cost for Retrieval: \$ 40,000.00
- Savings Expected: \$124,000.00



Current Costs of Retrieval

- **FRC Retrieval fees:**

- Processing: \$42.00
- Update fee: \$ 4.30
- Shipping: \$15.00

- **FRC Total: \$61.30**



- **VARC Retrieval fees:**

- Processing: \$35.05
- Update fee: \$ 0.00
- Shipping: \$15.00

- **VARC Total: \$50.05**

Current Strategy

- **Eliminate offsite storage dependency by:**
 - Clearing up inventory ambiguities and accounting issues
 - Destroying boxes that have met retention
 - Converting physical boxes to electronic where possible
 - Storing onsite the remaining boxes

Implementing the Strategy

EDWS - Windows Internet Explorer provided by SRS

http://xsrv028.srs.gov:8090/edws/component/main?__dmfClientId=1334177517599&__dmfTzoff=240&__dmfRequestId=__client1~~2&__dmfJumpType=jump&__

File Edit View Favorites Tools Help

Convert Select Snagit

EDWS

Select Value :

Attribute Operator Value

BIN NUM BEGINS WITH

bin_num LIKE '*VARC%'

Add Remove Search Export

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Box Num	Bin Num	Records	Status	Comments	Review
FE5200-1864-96-013	*VARC	1.0	VARC-SCAN DESTROY	9/21/2011 - DRICE - BOX CONTAINS AXC FILES - SUGGEST SCAN DESTROY - WILL NEED INDEXING	edit
FE5200-1864-96-014	*VARC	1.0	VARC-UNDER REVIEW		edit
FE5200-1864-96-015	*VARC	1.0	VARC-UNDER REVIEW		edit
FE5200-1864-96-010	*VARC	1.0	VARC-UNDER REVIEW		edit
FE5200-1864-96-012	*VARC	1.0	VARC-UNDER REVIEW		edit
FE5200-1864-96-005	*VARC	1.0	VARC-UNDER REVIEW		edit
FE5200-1864-96-006	*VARC	1.0	VARC-UNDER REVIEW		edit
FE5200-1864-96-007	*VARC	1.0	VARC-UNDER REVIEW		edit
FE5200-1864-96-009	*VARC	49.0	VARC-UNDER REVIEW		edit
FE5200-1864-96-022	*VARC	1.0	VARC-UNDER REVIEW		edit
FE5200-1899-96-010	*VARC	1.0	VARC-UNDER REVIEW		edit
FE5200-1899-96-012	*VARC	1.0	VARC-UNDER REVIEW		edit
FE5200-1899-96-014	*VARC	1.0	VARC-UNDER REVIEW		edit

Applet ResidentUcfInvoker_LaunchRuntimeApplet_0 started

Local intranet 100%

Initial Cost Savings

- Identified several accounting discrepancies
- Destroyed 650 boxes on location, immediate savings
- Destroyed over 1000 boxes
- Moved over 2000 boxes back on site

The Take-Away

- Electronic records reduces physical space requirements
- Offsite storage no longer necessary
- Technology helps manage data cleanup and migration



Questions...



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